



USAID | MOZAMBIQUE

FROM THE AMERICAN PEOPLE

SOLICITATION NO.: 656-09-005
ISSUANCE DATE: February 4, 2009
CLOSING DATE: March 1, 2009

Gentlemen/Ladies:

SUBJECT: Solicitation for US Personal Services Contractor U.S./Third Country Nationals Personnel Service Contractor (US/TCNPSC) Health Development Specialist for HIV/AIDS at USAID in Maputo, Mozambique

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications of qualified U.S. citizens or TCNs (Third Country Nationals) interested in providing Personal Services Contract (PSC) services described in the attached solicitation.

Submissions shall be in accordance with the attached information at the place and time specified. The position will be filled once funds become available. Submissions must include:

- 1) Completed and hand-signed federal form SF-171 or OF-612
- 2) Written statement that responds to the requirements of the position (Education/ Experience required for the position)

Applicants that are incomplete or are received without a handwritten signature will not be considered for the position.

Any questions on this solicitation may be directed in writing to Tom Ray, Executive Officer, USAID/Maputo, JAT Complex, Rua 1231, #41, Bairro Central "C" Maputo, Mozambique, who may be reached at FAX No. (258) 21 352130, or E-Mail address mz_recruiter918@usaid.gov.

Interested candidates should send the above via the fax, email, international mail, international courier or Department of State official mail to the attention of the Executive Officer, Tom Ray, at the addresses indicated below. To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and as the subject line in any cover letter. Please note that attachments to e-mail applications in zip format can not be received to this mailbox. Please make sure that you do not send any attachments in zip format. If the application is submitted by email or fax a hard copy must be submitted by mail. :

If sent by international mail:
USAID/Maputo
P.O. Box 783
Maputo, Mozambique
Attention: Tom Ray,
Executive Officer

If sent via courier to:
USAID/Maputo
JAT Complex, 3rd Floor
Rua 1231, No. 41
Bairro Central "C"
Attention: Tom Ray,
Executive Officer

If sent from the U.S.*:
USAID/Maputo
Department of State
2330 Maputo Place
U.S. Department of State
Washington, D.C 20521
Attention: Tom Ray,
Executive Officer

U.S. Agency for International Development
JAT Complex
Rua 1231, n.º 41
P.O. Box 783
Maputo, Mozambique

Tel: (258) 21 35 20 00
Fax (258) 21 35 21 00
www.usaid.gov/mz

U.S.A. Postal Address
2330 Maputo Place
U.S. Department of State
Washington, D.C. 20521-2330

Applicants are advised to retain a copy of all enclosures which accompany their applications for their records.

Late applications shall not be accepted, unless mishandling occurs after receipt at USAID/Maputo.
The submission deadline is **1700hrs Maputo time, March 1, 2009.**

Applicants who do not meet the minimum qualifications shall not be considered.

*Please note that delivery times for the Department of State official pouch can vary, allow at least two weeks. USAID/Mozambique can not be responsible for any delays in delivery through the official pouch.

NOTE: Recent changes in Mozambican Labor Law potentially make TCN employment in Mozambique more difficult generally and the TCN employment process relatively more complex and time-consuming. USAID will attempt to secure a Permit for Employment for a successful TCN candidate within thirty (30) days of acceptance of the offer of employment. If unable to do so, USAID, given its urgent staffing requirements in Mozambique, will have the unilateral option to either extend the period of time for securing said Permit or immediately end the contract or contract negotiations with the successful candidate without further cause and consider another candidate for the position.

USAID IS AN EQUAL OPPORTUNITY EMPLOYER: In selecting personnel there will be no discrimination based on race, color, religion, sex, national origin, politics, marital status, physical handicap, HIV/AIDS status, age, or membership or non- membership in an employee organization.

Sincerely,

Tom Ray
Executive Officer

Attachment: Solicitation N0. SOL 656-09-005

Solicitation
Health Development Specialist for HIV/AIDS at USAID/MAPUTO/MOZAMBIQUE

1. SOLICITATION No: 656-09-005

2. ISSUANCE DATE: February 4, 2009

3. CLOSING DATE/TIME SPECIFIED FOR RECEIPT OF APPLICATIONS:

5 p.m. Maputo, Mozambique Time; March 1, 2009

4. POSITION TITLE: Health Development Specialist for HIV/AIDS

5. MARKET VALUE: Annual salary ranging from \$83,445.00 to \$108,483.00 (equivalent to GS 14 level).

Final compensation will be based on the individual's salary history, work experience and educational background. Salaries are not negotiable beyond these ranges

6. PERIOD OF PERFORMANCE: The PSC Contract will be for two years with an option to renew, depending the continuing need of the position and availability of funds.

7. PLACE OF PERFORMANCE: USAID/Maputo, Mozambique

8. AREA OF CONSIDERATION: United States and Third Country Nationals.

9. SECURITY CLEARANCE: USG Secret Level for US Citizens, clearance for facility access for Third Country Nationals

10. AREA OF CONSIDERATION: US Citizens and Third Country Nationals ("TCNs").

NOTE: Recent changes in Mozambican Labor Law potentially make TCN employment in Mozambique more difficult generally and the TCN employment process relatively more complex and time-consuming. USAID will attempt to secure a Permit for Employment for a successful TCN candidate within thirty (30) days of acceptance of the offer of employment. If unable to do so, USAID, given its urgent staffing requirements in Mozambique, will have the unilateral option to either extend the period of time for securing said Permit or immediately end the contract [or contract negotiations] with the successful candidate without further cause and consider another candidate for the position

11. POSITION DESCRIPTION: See below

GEOGRAPHICAL AND PROGRAMMATIC CONTEXT

USAID/Mozambique manages one of USAID'S largest country programs in sub-Saharan Africa, with a total FY 2004 operating budget of \$72.3 million. Its 150 employees are organized into five strategic objective teams and four support offices implementing programs in HIV/AIDS, democracy and governance, trade, agriculture and health. Mozambique is considered important to U.S. foreign policy interests on the continent. It is the only country eligible for both the U.S. President's Emergency Plan for AIDS Relief ("the Emergency Plan") and the Millennium Challenge Account (MCA), and attracts numerous VIP visits. USAID programs are therefore subject to intense scrutiny by various elements of the U.S. government, by Mozambican government ministries, and by diverse civil society constituencies.

The Emergency Plan is the largest international health initiative ever undertaken by any country to combat a single disease. The first strategic principle of the U.S. Five-Year Global HIV/AIDS Strategy is "We will respond with urgency to the global HIV/AIDS crisis." In addition to providing an unprecedented commitment of resources, the Plan has demanded a new, results-oriented way of doing business, with high levels of accountability, establishment of measurable goals against which progress will be tracked and evaluated, and funding decisions based on performance toward these goals.

The Emergency Plan is a unified USG effort that operates under the guidance of the State Department Office of the Global AIDS Coordinator (OGAC) based in Washington, DC. In Mozambique, the Emergency Plan is led by the U.S. Ambassador and programmed by an Inter-agency Working Group chaired by the USAID Mission Director. Emergency Plan funding for Mozambique was more than \$48 million in FY 2005, with more than half managed directly by USAID. Under the Emergency Plan, funding for HIV/AIDS has increased each year and is expected to continue to increase in future years.

II. MAJOR DUTIES AND RESPONSIBILITIES

The Health Development Specialist for HIV/AIDS on the HIV/AIDS Team will be responsible for cooperative agreements that link multiple HIV interventions to strengthen the continuum of HIV care and prevention or provide specialized technical support for HIV/AIDS programs. S/he will be the lead USAID/Mozambique HIV/AIDS Team member carrying out responsibilities for planning, implementing, monitoring, coordinating and overseeing HIV/AIDS activities related to selected HIV program areas, namely voluntary counseling and testing (CT) for HIV, other clinical services and health systems related to HIV/AIDS, prevention of mother to child transmission (PMTCT) of HIV, HIV policy, and monitoring and evaluation. Given that most agreements encompass multiple program areas, this will sometimes entail serving as alternate for another Cognizant Technical Officer (CTO) and overseeing components of an agreement in the Specialist's assigned program areas, or vice-versa. HIV/AIDS is a cross-cutting issue and the Emergency Plan is an interagency effort, so the Specialist must be able to work collaboratively and effectively with other HIV Team Members, other USAID Strategic Objective Teams and other USG agencies, as well as with implementing partner organizations and other donors. These responsibilities include regular contact and collaboration, at technical and policy levels, in a complex and rapidly evolving country context, with counterparts in Mozambique's Ministry of Health, Ministry of Women and Social Action, National AIDS Council, and other government ministries and agencies; with civil society organizations and private companies; with other donor and international organizations; and with other USG entities working in HIV/AIDS prevention, care, treatment, and mitigation in Mozambique, such as the Centers for Disease Control. S/he will be a member of the U.S. Mission in Mozambique inter-agency working group for the Emergency Plan, and may head a relevant subgroup.

The Specialist is required to exercise extensive judgment in planning and carrying out tasks, in resolving problems and conflicts, and in taking steps necessary to meet deadlines. The incumbent manages (either as the designated Cognizant Technical Officer (CTO) or through supervision of the CTO or activity manager) a portfolio that is valued at more than \$12 million in FY 2007 and that is expected to expand significantly during each year of the Emergency Plan. The incumbent must provide technical expertise and experience in HIV/AIDS prevention and care, health services and systems in a resource-constrained African context, and monitoring and evaluation. The Health Development Specialist will be responsible for selected HIV prevention and inter-related activities and liaise with the Health (Strategic Objective 8) Team on integrated HIV activities and systems, such as pharmaceutical logistics and integration of HIV/AIDS into related health services. The Health Development Specialist may be called on to support the Team in managing selected implementation tracking or planning systems.

A. Program Management Responsibilities 30%

1. Develop M&E technical support activities to improve implementation tracking and planning.
2. Liaise with the Health Team on cross-cutting and interrelated program issues such as antenatal care, infant feeding, PMTCT, pharmaceutical logistics and procurement, health information systems, demographic and health surveys, and other issues and activities that affect both maternal and child health and HIV/AIDS programs.

B. Management and Technical Oversight of HIV/AIDS Partner Organizations 30%

1. Serve as the CTO for selected USAID-supported cooperative agreements and contracts; provide overall management, technical guidance and leadership to the implementing partners who carry out activities within the Mission's HIV/AIDS portfolio.
2. Prepare USAID documentation such as Modified Acquisition and Assistance Request Documents (MAARDs) for acquisition and assistance actions including new agreements, amendments and incremental funding; draft statements of work and illustrative budgets; and prepare quarterly accrual estimates and track funds for activities implemented by partner organizations.
3. Oversee and coordinate the visits of short-term advisors, evaluators or other in-country visitors associated with assigned HIV/AIDS activities. Ensure that goals and outcomes of the visits are consistent with Mozambican and Emergency Plan activities and requirements.

4. Provide guidance to implementing partners on linking HIV/AIDS activities across HIV program areas and with maternal and child health, family planning, and other Mission activities such as the economic growth and Food for Peace activities.

C. Strategic Planning and Budgeting for Emergency Plan Activities 15%

1. Provide strategic technical advice for and prepare portions of key Emergency Plan planning and budget documents such as the Country Operational Plan (COP), the semi-annual and annual progress reports, and the Congressional Notification; and participate in the Inter-agency Working Group for the Emergency Plan in Mozambique.

2. Develop new mechanisms that will enable more Mozambican non-governmental, faith-based and community-based organizations to participate in the Emergency Plan and strengthen their institutional capacity.

3. Conduct field visits in order to identify and assess the range of potential partner organizations active in Mozambique.

4. Represent USAID in selected working groups convened by Mozambican government and other donor partners and provide inputs to ensure coordination between USAID-supported activities and those supported by the Health Sector Wide Approach (SWAp) and the HIV/AIDS Partners Forum through their respective Common Fund mechanisms.

5. Coordinate with Mozambican government officials and other donor agencies (such as DFID, DANIDA, CIDA, the World Bank, UNICEF, WHO, UNAIDS, etc.) on implementation and policy issues related to assigned HIV/AIDS activities.

D. Monitoring and Evaluation of HIV/AIDS Activities 15%

1. Provide leadership for evaluating selected HIV/AIDS activities by ensuring that performance monitoring systems are in place and that periodic, reliable measures of impact indicators are established. Review and approve annual work plans and quarterly reports of implementing partners.

2. Track performance data from partners implementing USAID-financed activities, as well as from GRM and donor agencies, on a routine basis to provide updated information to the HIV/AIDS team and other USAID Mission senior staff as needed.

3. Document activities of USAID-supported implementing partners, i.e., establish routine communications, conduct site visits and inspections, maintain up-to-date information and files on the status of partner activities, resources and work-plans.

4. Monitor activities undertaken by implementing partners, track progress against program descriptions, implementation plans and work plans, assess progress and barriers to achievement, recommend action for improvement or modifications to address problems, and document and highlight results.

E. Other Duties 10%

1. Organize site visits and prepare orientation materials for delegations from the Office of the Global AIDS Coordinator, Congress, White House, State Department and other agencies.

2. Establish and maintain contacts with counterparts in the National AIDS Council, the Ministry of Health and its various HIV/AIDS related programs, UN Agencies, other bilateral donor partners and NGO partners working in HIV/AIDS.

3. Seek opportunities to explore new Mission-supported options such as the development of public/private partnerships.

4. Prepare correspondence and cables related to implementation, management and evaluation of assigned HIV/AIDS activities.

Post Entry Training

The employee will receive on-the-job training regarding USAID and Emergency Plan policies, procedures and regulations, including the Automated Directives Systems (ADS), Mission Orders, and Emergency Plan planning and reporting databases. Training in USAID implementation, auditing and financial management will be provided as needed. Other guiding documents include the Emergency Plan annual Country Operational Plans for Mozambique and Mozambique Five-Year Strategic Plan. Language training may be provided in some circumstances.

POSITION ELEMENTS

A. Supervision Received

The supervisor of this position is the HIV/AIDS Team Leader. Desired results are outlined in broad terms. Possible alternative methods and procedures may be discussed, but the choice of those to be used is often left to the discretion of the employee. Problems of unusual difficulty or those not commonly associated with the professional specialization or activity are discussed through the term of assignment. Work is occasionally given a general review with regard to progress toward objectives, soundness and effectiveness of decisions and actions, and conformance with policies and regulations.

B. Available Guidelines

Some of the knowledge, methods, and techniques in the HIV/AIDS field are established and commonly accepted. However, in some important respects they are not well defined, or are controversial or untested, and frequently require interpretation and modification. Available administrative guidelines establish a broad pattern of operation that requires frequent need to exercise judgment and interpretation, and provides an opportunity for initiative and innovation. Available guidelines include the USAID Automated Directives System (ADS), Emergency Plan guidelines, Country Operational Plans, Mozambique Five-Year Strategic Plan, Mission Orders and other directives.

C. Exercise of Judgment

A variety of successful and/or unsuccessful precedents exist, but they do not always clearly indicate a course of action. Experienced judgment is required to analyze, interpret and adapt prior experience from the occupational field, and to be innovative. Incumbent exercises substantial independent judgment in planning, monitoring and evaluating program activities, reporting, and other assignments. The work involves many different, complex, and interrelated processes. The political environment requires a high degree of sensitivity and diplomacy in establishing dialogue and developing interventions to encourage improved HIV/AIDS programs. The Health Development Officer will require a depth of expertise that will allow her/him to provide leadership in HIV/AIDS issues and programs. The position requires managing for results within USAID in collaboration with Mozambican government organizations, training institutions, NGOs, FBOs, CBOs, international PVOs, and international organizations.

D. Authority to Make Commitments

Commitments to final policy and funding will require the co-signature of the HIV/AIDS Team Leader for USAID-funded activities.

E. Purpose and Impact

The Health Development Officer provides professional leadership in HIV/AIDS that is vital to the achievement of Emergency Plan goals and targets in Mozambique. This involves the design, management and evaluation of HIV/AIDS interventions that are critical elements in Mozambique's national response to HIV/AIDS. The incumbent is responsible for conceptualizing selected Emergency Plan activities and for defining results expected, milestones and action plans to effectively implement those activities.

F. Supervision Exercised

The incumbent will monitor work of the implementing partners under his/her purview. He/she will supervise selected technical staff and occasionally assign tasks to program assistants and administrative assistants and review completed work that they perform.

G. Time Required to Perform Full Range of Duties: Six months.

MINIMUM QUALIFICATIONS AND SELECTION CRITERIA

Candidates will be evaluated and ranked based on the following selection criteria:

A. EDUCATION (20 points): A master's degree in public health, nursing, social sciences or other health care development related field is required.

B. WORK EXPERIENCE (25 points): At least five to eight years of experience in designing, implementing and managing health services and training programs, including programs related to HIV/AIDS, is required. Experience working with USAID or USAID-funded health programs is highly desirable.

C. LANGUAGE PROFICIENCY (10 Points): Excellent English communication skills, both oral and in written, are essential. Candidate must have the ability to present information, analysis, and recommendations in clear written and oral formats. Knowledge of Portuguese is also desired.

D. KNOWLEDGE (20 Points): Must have a sound knowledge of the main technical and substantive issues related to HIV/AIDS prevention and care in sub-Saharan Africa and a good understanding of African social, cultural and political contexts. Familiarity with USAID programs, policies and regulations is highly desirable.

E. ABILITIES AND SKILLS (25 points): Must be able to develop and maintain a range of working-level and senior-level contacts on HIV/AIDS-related topics, in government, non-governmental, and private sector circles. Must be able to work effectively within a team environment, and to supervise and mentor others. Must be able to interpret regulatory directives and have skill with computers, including Word, Excel and PowerPoint software.

Management skills and experience are required to strategize, develop and implement effective USAID-supported HIV/AIDS programs, including financial management and administrative skills to oversee the performance of implementing partners, technical advisors and development partners.

Excellent verbal and written communication skills, tact and diplomacy are required to establish and develop sustainable working relationships at the highest level within the public and private sector as well as within the USAID internal operations.

Maximum Points Available: 100

III. ADMINISTRATIVE REQUIREMENTS AND LOGISTICAL SUPPORT:

As a matter of policy, and as appropriate, a PSC recruited off-shore is normally authorized the following benefits and allowances:

1. BENEFITS

Employer's FICA and Medicare Contribution*
Contribution toward Health & Life Insurance
Pay Comparability Adjustment
Annual Salary Increase
Eligibility for Worker's Compensation
Annual & Sick Leave
Shipment and Storage of Household Effects
Shipment of POV (Privately Own Vehicle)
Access to Embassy Medical Facilities, and Pouch Mail Service (in accordance with post policy)

* Note: If a US citizen, the Contractor's salary will be subject to employee's FICA and Medicare contribution.

2. ALLOWANCES [if applicable, as found in the Standardized Regulations (Government Civilian Foreign Areas) Sections cited below]

- (1) Temporary Lodging Allowance (Section 120)
- (2) Living Quarters Allowance (Section 130)
- (3) Post Allowance (Section 220)
- (4) Supplemental Post Allowance (Section 230)
- (5) Separate Maintenance Allowance (Section 260)
- (6) Educational Allowance (Section 270)
- (7) Educational Travel (Section 280)
- (8) Post Differential (Chapter 500)
- (9) Payments during Evacuation/Authorized Departure (Section 600)
- (10) Danger Pay (Section 650)
- (11) Consumables Allowance

3. SECURITY AND MEDICAL CLEARANCE

The Contractor will be required to obtain a medical clearance from State M/MED prior to service overseas. Also, a temporary security clearance must be initiated prior to travel to post of duty. Until a final adjudication of a secret clearance is received, the contractor shall:

- have no access to classified or administratively controlled materials,
- travel to post by himself/herself only, and
- be authorized no entitlements other than those normally authorized for short-term (less than a year) employees at post.

If the contractor fails to receive a secret clearance, the contract will be immediately terminated.

4. FEDERAL TAXES

USPSCs are not exempt from payment of any Federal Income taxes under the foreign earned income exclusion.

5. LIST OF REQUIRED FORMS FOR USPSCs

1. Application for Federal Employment (SF-171) or Optional Application for Federal Employment (OF-612)
2. Contractor Physical Examination (DS-1843 and DS-1622) **
3. Questionnaire for National Security Positions (SF-86) **, or
4. Questionnaire for Non-Sensitive Positions (SF-85) **
5. Finger Print Card (FD-258) (available from the requirement office) **

Note:

**** Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the position. Forms 1 through 4 can found at:**

http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/forms.html

6. ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDs) AND. CONTRACT INFORMATION BULLETINS (CIBs/AAPDs) PERTAINING TO PSCs

AAPD 06-11	Home Leave and Revised General Provision 5, Leave and Holidays
AAPD 06-10	PSC Medical expense payment responsibility
AAPD 06-07	AIDAR, Appendix D: Contract budget, salary determination and salary increase
AAPD 06-01	Medical evacuation insurance
CIB 01-10	Revision of medical clearance process – PSC with U.S. Citizens
CIB 01-07	Clarification of the extension/renewal policy regarding PSCs
CIB 01-05	Clarification of the Rest and Recuperation (R&R) policy regarding Third Country Nationals (TCNs)
CIB 00-08	Revision of Competitive Process – PSCs with U.S. Citizens
CIB 00-03	FICA & Medicare Tax Rates for Personal Services Contracts
CIB 99-22	PSC Policy
CIB 98-23	Guidance regarding Classified Contract Security and Contractor Personnel Security Requirements
CIB 98-16	Annual Salary Increase for USPSCs
CIB 98-14	Change in Required Application Form for USPSCs
CIB 98-11	Determining a Market Value for Personal Services Contractors Hired under Appendix D
CIB 97-17	PSC's with U.S. Citizens or U.S. resident aliens
CIB 97-16	Class Justification for use of Other Than Full and Open Competition for Personal Services Contracts with U.S. Citizens Contracted with Locally, with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or less
CIB 96-23	Unauthorized Provision in Personal Services Contracts
CIB 94-09	Sunday Pay for U.S. Personal Services Contractors
CIB 93-17	Financial Disclosure requirements under a Personal Services Contract
CIB 89-29	Use of Government Bill of Lading for Transportation of Personal Service Contractor (PSC) Household Effects, Unaccompanied Baggage and Privately Owned Vehicles

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts can be found at:

http://www.usaid.gov/procurement_bus_opp/procurement/cib/subject.html#psc

Additionally, AIDAR Appendixes D or J also applies to PSCs can be found at:

<http://www.usaid.gov/policy/ads/300/aidar.pdf>

IV. INSTRUCTIONS TO APPLICANTS

Qualified applicants are requested to submit an application for Federal Employment (SF-171) available at the USAID website, <http://www.usajobs.opm.gov/forms.asp>, or Optional Application for Federal Employment (OF-612), and a Resume containing the following information:

- 1) Personal Information: Full name, mailing address (with zip code), email address, day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);
- 2) Education: high school, name, city and state, date of diploma or GED; colleges and universities, name, city and state, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours);

- 3) Work Experience: provide the following information for your paid and non paid work experience related to the job for which you are applying (do not send job descriptions); job title (include series and grade if federal job), duties, and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor;
- 4) Other Qualifications: Other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title & year), job-related skills; for example, other languages, computer software/hardware, tools, machinery, typing speed, job-related certificates and licenses (current only), job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested).
- 5) Applicants are required to provide three references with complete contact information including email address and telephone numbers.

Interested candidates should send the above via the fax, email, international mail, international courier or Department of State official mail to the attention of the Executive Officer, Susan Thomas, at the addresses indicated below. Please note that attachments to e-mail applications in zip format can not be received to this mailbox. Please make sure that you do not send any attachments in zip format. To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and in the subject line of any cover letter. If the application is submitted by email or fax, hard copy must be submitted by mail.

Applications must be received by fax, e-mail or separate post by closing date and time specified in the cover letter and should be submitted to Ms. Susan Thomas on e-mail: mz_recruiter918@usaid.gov or the following addresses:

International Mail:
Attn: Tom Ray
Sup. Executive Officer
USAID/Mozambique
P.O. Box 783
Maputo, Mozambique

If sent via courier to:
USAID/Maputo
JAT Complex, 3rd Floor
Rua 1231, No. 41
Bairro Central "C"
Maputo, Mozambique
Fax: (258-21) 35 21 30
E-mail: mz_recruiter918@usaid.gov
Telephone: 258-21-352000

If sent from the U.S. Official Mail/Pouch:
USAID/Maputo
Department of State
2330 Maputo Place
U.S. Department of State
Washington, D.C. 20521
Attention: Tom Ray
Sup. Executive Officer

Please note that delivery times for the official pouch can vary, allow at least two weeks. USAID/Maputo cannot be responsible for any delays in delivery through the official pouch.

EEO/AA: USAID IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF HIV/AIDS STATUS